

Administrative Permit: PHOTOVOLTAIC SOLAR ENERGY SYSTEM
OFFSITE USE (Less than 10 acres of project area)

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$1,910	4900
DPLU ENVIRONMENTAL			\$3,440	4900
DPW ENGINEERING			\$795	
DPW INITIAL STUDY REVIEW			\$2,890	
STORMWATER			\$630	
DEH	SEPTIC/WELL	\$692		
	SEWER			
DPR				
INITIAL DEPOSIT				
\$9,665 (sewer) or				
\$10,357 (septic/well)				

VIOLATION FEE \$500

***See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as "pdf" files, then **submitted on CD's**. The forms have "Data Entry Form Fields" and can be completed and saved on your computer.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#)
- [278 Public Notice Certification for Administrative Permit](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel \(and any deeds\)](#)
- [346S Supplemental Application Form](#)
- [367 \(AEIS\) Application for an Environmental Initial Study](#)
- [386 Consent to Granting of Administrative Permit](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/Project Summary](#)
- [581 Plan Check Pre-Application Notice](#)

Step 2:

In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.

- Plot Plans: **Ten (10) hard copies.**
 If in Alpine CPG area: **Eleven (11) hard copies.**
 If in the (USDRI) River Way Specific Plan area: **Twelve (12) hard copies.**

346 Discretionary Permit Application Form: One (1) hard copy.

346S Supplemental Application Form: One (1) hard copy.

--- Public Notice package (see DPLU-516 for details)

- a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
- b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: DPLU Zoning Forms.

279	Public Notice Procedure for Administrative Permit
315	FAQ'S for a Solar Energy System
316	Applicant's Guide for a Solar Energy System
515	Public Notice Procedure
516	Public Notice Applicant's Guide
ZC001	Defense and Indemnification Agreement
ZC013	G-3 Determination of Legal Parcel
ZC090Z	Typical Plot Plan

**This application requires an appointment to submit.
To schedule or cancel appointments please call (858) 694-2262.**

NOTES:

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s).** Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Plot plans, elevation drawings (Manufacturers specifications may be substituted for elevations), etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Public Notice is satisfied by either DPLU-386 or by utilizing the procedures described in DPLU-279 using DPLU-278. Refer to Zoning Ordinance Section 7060(c). DPLU Zoning Forms.
4. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.